



PUBLIC AFFAIRS MANAGER: FAIR BY DESIGN

JOB DESCRIPTION AND PERSON SPECIFICATION

Job title:	Public Affairs Manager: Fair By Design
Purpose of the role:	Alongside FBD's Director lead engagement with political stakeholders, regulators, and industry bodies to influence policy and regulatory change.
Governed by:	The Barrow Cadbury Trust Board with advisory input from the Fair by Design Steering Group
Reports to:	Fair By Design Director
Direct reports:	None
Salary:	£47,500 - £55,000 pa full time + up to 10% contributory pension
Contract:	Full time and fixed term contract until December 2028.
Location:	<p>Barrow Cadbury Trust offices, central London, Vauxhall.</p> <p>We operate hybrid working with a minimum of two days in the office/field.</p> <p>You must be eligible to work in the UK before applying for this role.</p>

We have a strong commitment to diversity, equity and inclusion and we encourage applications from people with personal experience of the social justice and human rights issues we seek to address. All staff have the right to request flexible working and to have this considered by their manager.

Fair By Design

Fair By Design is an anti-poverty campaign dedicated to ending the poverty premium - the extra costs people on low incomes pay for essential goods and services such as energy, credit, and insurance. We work with regulators, policymakers, and businesses to tackle this injustice and create a fairer economy that is inclusive by design.

Fair By Design is run by the Barrow Cadbury Trust on behalf of a group of foundations. Barrow Cadbury Trust is an independent, endowed charitable foundation that has been working with others to drive structural change that leads to a just and equal society for more than 100 years.

Role Overview

As Public Affairs Manager, you will lead Fair By Design's engagement with political stakeholders, regulators, and industry bodies to influence policy and regulatory change. You will play a key role in shaping and delivering our public affairs strategy to tackle the poverty premium. Therefore, you will need a robust understanding of how to effectively engage with parliamentary processes.

You will report to Fair By Design's Director, and work closely with the Head of Policy and the Public Affairs and Communications Officer to ensure that our communications are consistent and strategic. You will also work closely with our panel of people with lived experience of the poverty premium to ensure that their experiences shape everything that we do.

You will be politically astute, with experience engaging across Westminster and Whitehall with competent written and verbal communication skills. You'll need to be able to both brief and prepare others within the organisation for key engagement activities as well as meeting stakeholders independently. We're looking for someone who has experience of public affairs at a national, regional and local level. Our national policy asks are well developed, and we'd like to build on this by enhancing our political engagement at the regional and local level.

We're a small team and so strong organisational and project management skills are essential as you will be responsible for directing and delivering our public affairs strategy. Whilst you will be supported by everyone on the team you will need to use your own initiative and be able to design and lead the delivery of public affairs strategies.

As we are managed by, and work alongside, the Barrow Cadbury Trust you will also be involved with relevant meetings and projects across the wider team and will help to ensure that we work collaboratively.

Key Responsibilities

Influencing:

- Build and maintain relationships with MPs, civil servants, staff within political parties, regulators (e.g., Ofgem, FCA), and other key stakeholders to drive our national campaign aims and develop our regional and local approach to public affairs.
- Recommend appropriate tactics for effective engagement with key policymakers and contribute to strategy development.

- Provide advice and support across the team when engaging politicians and senior officials.
- Provide analysis and evaluation of public affairs activities and impact.

Parliamentary Monitoring:

- Track relevant parliamentary and government activities to identify opportunities to influence and ensure our stakeholder mapping is up to date.
- Manage our political monitoring services.

Written communications:

- Draft high-quality briefings, presentations, and other materials that communicate our often complex messages clearly and effectively to a range of audiences, including politicians, regulators and other consumer groups.
- Work closely with the Public Affairs and Communications Officer to support and advise on political and relationship building content across our communications channels.

Events:

- Develop and deliver a programme of events that support our campaign aims, including taking the lead on our approach to party conferences.
- Represent Fair By Design at roundtables, parliamentary events, and other external events, effectively communicating our positions and gathering insight.

Undertake other duties that may from time to time be necessary to support the work of the wider team and are compatible with the nature and grade of the post.

Person specification

Essential:

- Substantial experience designing, developing and delivering tactical public affairs activities and influencing plans.
- Excellent knowledge and understanding of national, regional and local government structures and experience of influencing them.
- Experience of working as part of a team to achieve political, policy or regulatory change.
- Excellent written and verbal communication skills with the ability to communicate effectively with a range of audiences adapting tone, content, and messaging as appropriate.
- Ability to build relationships and influence at senior levels acting as a credible and professional advocate for the organisation.
- Experience of demonstrating good judgement, including strong political judgement.
- Ability to project manage, including personal time management, across multiple projects to meet agreed deadlines.
- Committed to the value of involving people with lived experience at all stages of the public affairs process.
- Commitment to promoting equal opportunities and that your values align with the Quaker derived values of the Trust, including a demonstrable commitment to the promotion of social justice.

Desirable:

- Experience working in or with the third sector.

- Knowledge of issues related to poverty, financial inclusion, or consumer protection in one of our key markets.